

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Regional Services Division

Recoupment Bill for Programme Study Centers

PLAN/NON-PLAN ACCOUNT

To: \_\_\_\_\_ Date: \_\_\_\_\_  
Study Center Code

\_\_\_\_\_  
The Regional Director  
IGNOU Regional Center Delhi-2  
Gandhi Darshan, Rajghat  
New Delhi 110 002.

Sir/Madam,

Please arrange to recoup the imprest amount/pay the amount of Rs. \_\_\_\_\_ for the expenditure incurred during the month of \_\_\_\_\_. Details of the expenditure incurred along with the relevant vouchers/bills are enclosed herewith.

S. No	Head of Account	Vr. No.	Amount
1.	Postage & Telegramme (Please attached original Certificate of posting/postal certificate)		
2.	Telephone (Please attach original telephone bill in case of telephone connection in the name of Study Center)		
3.	Secretarial/Menial/Support Expenditure		
4.	Consumables/Contingency		
5.	Counselling Charges (Please give Theory and Practical separately and Programme-wise)		
	<b>THEORY</b>		
	<b>PRACTIAL - Counsellors</b>		
	<b>MRO</b>		

TOTAL CARRIED FORWARD			

(Contd...)

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S. No	Head of Account	Vr. No.	Amount
	TOTAL BROUGHT FORWARD		
6	Assignment Evaluation Charges (Programme-wise)		
7.	Programme-wise Lab Hire/Computer Hire Charges (Please attach pre-receipted bill/certificate from Host Institution)		
	TOTAL		

(Rupees \_\_\_\_\_ )

Signature of Coordinator/Programme Incharge  
(with stamp)

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**FOR IGNOU USE**